Online Assignment Submission Principles

Background

1. In October 2014 ULTSEC considered the UK Quality Code as related to assessment. As part of the issues considered UTLSEC decided that all appropriate assessments should be submitted through Turnitin.

2. In July 2020, the University changes VLE from Blackboard to Canvas. Turnitin assignments are integrated into Canvas, as well as Canvas having its own submission tool, so that academic units have a choice of which online submission tool they wish to use.

Principles for using Online Assignment Submission

3. Turnitin similarity checks are available for both Canvas and Turnitin online assignment submission.

4. Individual academic units should determine what assessments to put through Canvas or Turnitin Assignments using the following principles:
   Students' assessed work should be put through a Turnitin similarity check (either Canvas or Turnitin assignment) where:

   a) the assessment contains more than 250 words (i.e. a side of A4) and

   b) the assessment counts for more than 10% of the module

5. or where

   c) the assessment is designed to help students become proficient in academic writing or to check their proficiency in academic writing.

6. Students should not be permitted to see their similarity report when using multiple draft submission. Exceptions to this requirement should only happen where the assessment has a specific developmental purpose, for example the first piece of work submitted to a programme or as part of a formative process of developing high quality academic writing.

7. It is recommended that

   a) Schools communicate clearly to students when their work will be put through Turnitin similarity checker, for example via the Module Handbook or equivalent information.

   b) There is a clearly identified colleague in the academic unit (usually the DoE) who has the authority to approve assessments which are exempt from the principles.

8. All student work should be added to the Turnitin repository unless

   a) It is commercially sensitive (as some Masters' theses are)

   b) Contains personal data such as patient details or survey respondent details which could allow the individual to be identified

   c) It forms part of a later piece of work which will be submitted through a Turnitin similarity check e.g. Progress reports for PGR students

9. In these cases the assessment should be set up to compare students' work to the Turnitin repository but not to add the work to the repository.

10. The application of the principles will be monitored as part of the LTR process.